

Cloud County Community College

BOARD OF TRUSTEES

July 27, 2021

Present: Bruce Graham, Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Caesar Wood, and Samantha Pounds-Board Clerk.

Others Present:

Attorney-Justin Ferrell, Jim Lowell - Blade Empire, Toby Nosker – KNCK, Chris Wilson, Jennifer Zabokrtsky, Jessica LeDuc, Susan Dudley, Tom Roberts, Kelly Cook, Julian Smith, Carleen Nordell, Heather Gennette, Suzi Knoettgen, Cindy Lamberty, Monte Poersch, Rex Sicard, Stefanie Perret, Devin Kastrup, and Keela Andrews.

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- I. The meeting was called to order by Chairman Jesse Pounds at **5:02** pm in Room 257 of the President’s Addition.
 - II. **Pledge of Allegiance**
 - III. **Adoption of the Agenda** - Pat Macfarlane moved and Richard Hubert seconded to adopt the amended agenda to update minor wording in the June 22nd, 2021 board meeting minutes and to include the Assistant Baseball Coach – Zach Gerch under personnel. Motion passed.
 - IV. **Guest Comments**
 - V. **Introductions and Highlights**
 - A. **New Employees**

Julian Smith introduced himself as the Head Wrestling Coach. He is originally from St. Louis, Missouri. He is very excited to be here and to have a successful season with his team.

Devin Kastrup introduced himself next as the Head Men’s Basketball Coach. He is originally from Colorado. He has played at the Junior College level, D2 level, then went to play professionally. He is very excited to be able to relate to the players since he has also played at their level.

Kelly Cook introduced himself last as the Director of Workforce Development and Outreach. He went to Butler Community College and Fort Hays State University so he is very familiar with the state of Kansas.

Jim Koch thanked Julian, Devin, and Kelly for coming and introducing themselves. He was happy to be able to finally “put a face to the name” of everyone. Pat Macfarlane agreed that she was excited to finally meet the new employees that the Board of Trustees has heard so many good things about. Carleen Nordell mentioned that both Devin and Julian have their teams involved in upcoming events in the public for this Fall which has already made an impact in the community.

- VI. Consent Agenda** – Bruce Graham moved and Jim Koch seconded to approve the Consent Agenda to include the minutes of the June 22nd, 2021 regular board meeting; the Treasurer’s Report; the Purchasing and Payment of Claims; Assistant Baseball Coach; Assistant Men’s and Women’s Track Coach; TRiO Academic Coordinator at the Geary County Campus; TRiO Academic Coordinator at the Concordia Campus; Assistant Men’s Basketball Coach; Coordinator of Student Engagement and Retention; Head Softball Coach; Nursing Instructor; Agriculture Instructor; and Assistant Baseball Coach. Motion passed.

Jim Koch stated, “If all these folks are as good as their resumes, we are in good hands.” He is eager to see them get to work. Pat Macfarlane said they are all an amazing addition to not only our college, but our community as well.

VII. Reports:

- A. President - Amber Knoettgen**- Opened her report with the mission statement and guiding values. She reminded us of the role and impact the College has within the community. It’s an exciting time of year as we prepare to welcome students and faculty back to campus. Everyone across the college is working diligently to help students enroll and be academically and financially ready to be successful at Cloud! Classes begin on August 17th with move in day on August 14th for students in housing.
- 1) *President’s Report* – All college-wide in-service will be on Monday, August 9th which has a full day of activities scheduled for faculty and staff. We are receiving applications for the Kansas Promise Scholarship program. The hope is to see more in the next couple of weeks and throughout the fall semester. We expect to have more students take advantage of this in the spring due to this just going into effect this month. We have submitted items for the time capsule to commemorate the upcoming Sesquicentennial Celebration. On June 29th, Kim Zant, Kelly Cook, and Amber attended Rotary in Junction City to present the program about Cloud and why to Choose Cloud as the place to receive an

education that leads to jobs. Amber received an email after the meeting from a senior center that wanted to partner for clinicals. Stefanie Perret and Kim both followed up on this opportunity. Amber and Kim traveled to K-State Polytechnic on Thursday, July 1st to meet with CEO Alysia Starkey, Dean Terri Gaeddert, and the Department Head of Unmanned Aircraft Systems Flight and Operations Program, Kurt Carraway. The goal is to partner with them to form an articulation agreement with members of our Renewable Energy faculty and articulation coordinator. That same evening, Jennifer Zabokrtsky, Cindy Lamberty, JD Koons, Kelly Cook, Aero MacWhinnie, Jessica LeDuc, and Amber all attended the Junction City Area Chamber of Commerce Annual Dinner. The keynote speaker mentioned the partnership between CCCC and USD 475. It was a great evening. On Wednesday, July 7th Kim, Kelly Cook, Trustee Jesse Pounds, and Amber all met with Scott Sproul, President of Northwest Kansas Innovation Center, Inc. This was great collaboration. July 14th was the Annual CloudCorp Luncheon that was attended by Kim, Caesar Wood, Heather Gennette, Kelly Cook, and Trustee Bruce Graham. Matt Bechard and Amber then attended the KJCCC Standard and Ethics Forum on July 15th to have an open discussion in regard to athletic conduct and expectations at conference athletic events. We held our monthly Campus Community Meeting via ZOOM last Thursday, July 15th to provide college updates and an open discussion among all faculty and staff. Lastly, we hosted the Concordia Chamber Coffee in our library this morning. It was attended by around 20 people that included Kristin Little from Senator Jerry Moran's office. Thank you to Carleen Nordell for organizing and to Jen Schroeder and Kay Reed for hosting in the library. Also, thanks to Heather Gennette, Jessica LeDuc, Kim, Caesar, and JD Koons for attending as well.

- 2) *Marketing* – The Renewable Energy trailer will have its new wrap on this week. Kit Thompson dropped it off this morning to Wildside Graphix. Jessica has been diligently working to get the following things promoted in this past month; Promise Act Scholarship, Enrollment Day Scholarship Giveaway, Refer-A-Friend Campaign, “Why Choose Cloud”, and “Be at the Center of it All” campaigns. Jessica worked with Monte Poersch last week on drone footage of campus. We plan to use the photos in recruitment materials and for the time capsule. From July 6th until July 26th, Cloud has reached 34,628 people on Facebook (99% of Jessica's goal of 34,950 with 8 days left in July). For the month of June, there were 100,800 ad views and for July there are 80,971 ad views. There were 642 page visits and for July there are to 563 page visits. Shifting focus of the ads from summer visit campaign to general enrollment and the Promise Scholarship. JNT Marketing will be here on August 19 and 20th for filming of our commercial.
- 3) *Foundation* – The Foundation is doing their part to assist in enrollment by giving away more scholarships at enrollment days and continuing to award throughout the Summer to incoming students. There have been 204 completed applications.

Another awarding will take place this week. We are also promoting enrollment day scholarships, refer a friend scholarship, and this Fall we will be giving Early Bird scholarships. A \$500 Early Bird scholarship will be given to Kansas kids who visit between August and December and have a 3.0 GPA. Heather Gennette has organized and participated in many meetings with GLMV Architecture for a new Technical Education Building and an Athletic Facility. She has been laying the groundwork with a list of industry partners and grant opportunities for the project. The Foundation had a planning day on June 29th and preparing for another year of fundraising. Every year, we kick off our fundraising with our employee giving campaign. With the amazing generosity of the faculty and staff at CCCC the Foundation has averaged 62% participation over the last 5 years (the average across nonprofits is less than 50%) raising more than \$150,000 in support to the Foundation's various funds. A draft of an MOU between the Foundation and the College is included as a discussion item tonight. The Foundation's Executive Committee had an opportunity to look at the document last week.

- 4) *Athletics* – 38 Student-Athletes named to the NJCAA All-Academic Team, including 15 student-athletes who achieved a 4.0 GPA to earn first team All-Academic. Student-Athletes must have a 3.60 GPA or higher for the 2020-2021 school year to qualify. Additionally, three teams (volleyball, softball, and baseball) earned NJCAA Academic Team of the Year honors for having a team GPA above 3.0 for the 2020-2021 school year. 53 student-athletes were named to the Kansas Jayhawk Community College Conference All-Academic Team for finishing the 2020-2021 school year with a GPA of 3.5 or higher. The Fall KJCCC meetings were yesterday and today and COVID-19 protocols continue to be a discussion. The Athletic office is fully staffed with the approval of the positions in the consent agenda tonight. We are looking forward to the upcoming year of sports. Volleyball players are back on campus this week as they host a volleyball camp the 27-29th.
- 5) *Upcoming Meetings and Events* – There will be a CCCC Meet and Greet event hosted by the Foundation in the Library on Wednesday, August 4th from 3:00-5:00 p.m. A concurrent and outreach in-service will be held on Thursday, August 5th and the Geary County campus will have faculty in service on August 10th. The last enrollment day will be on Friday, August 6th.

B. Vice President for Academic Affairs - Dr. Kim Zant

- 1) *Concordia Campus* – We are getting geared up for our Fall semester that begins in three weeks. Stefanie Perret and her team were awarded the Kansas Nursing Initiative Grant for FY 2022 in the amount of \$61,042. As we previously discussed, the grant funding is for a newborn birthing simulator, 50% of a new faculty position, professional development for our faculty and consumable

supplies. We hope to begin offering non-credit offerings this fall. The newest nursing simulator “Susie” has arrived from Gaumard. This vendor will now provide our faculty with a one day in-service regarding the care and maintenance of the simulator. We formally entered into a cooperation agreement with Seward County Community College so that our students are now able to earn their Medical Lab Technician (MLT) Associate of Applied Science degree. Students will take their first year courses, which comprise primarily of general education courses with us then transition to Seward’s online MLT program for their last year. Brandon Galm, Josh Urban, Jamie Gross, Brent Phillips, Chris Wilson and interview committee volunteers have worked diligently to fill our open faculty positions. Thank you to them for assuring we are ready for our fall semester. Paul Gardner will be chairing the Social Sciences Department, so we thanked him for his additional service to our college. Chris Langsford is working with the VFW on plans for a Veteran's Day Concert. Brent Phillips has the first Cook Series event scheduled on October 21st with Nels Petersen and his new book about his travels in Africa. Brent is also working with the Brown Grand Players on the possibility of including college students in a play this fall. Another big shout out goes to our maintenance crew for all their work! Our campus is looking amazing. They also have the ceramics room prepped and ready to reoffer ceramic classes this fall.

- 2) *Geary County Campus* – TECH DAY was a big success on July 21st! Over 55 folks in attendance with 18 prospective students completing enrollment cards. It truly was a college-wide effort by faculty, staff, deans and we want to extend a huge thank you to all involved. The Junction City High School principal attended with 3 other administrators and she also asked us to do the same event at their high school. Caesar, Stefanie Perret, Jen Z and Kim met with the Geary County Commission yesterday and asked for \$20,000 for Nursing classroom changes and electrical infrastructure to support promethean boards, new cameras and soundbars for classrooms. The Commissioners approved our ask. The carpet replacement project will begin before classes start, but likely not finished by classes beginning. Jen Z will continue to work to assure the least disruption occurs to students, while assuring the carpets are replaced. Tom led a website training for Kelly Cook, Cindy Lamberty, and Jen Z so they can work to assure our webpages are accurate and up-to-date regarding Geary County Assessment and Workforce Development. Tom Roberts and Jessica are also in discussions about where we can house a GCC page on our website. Kelly Cook has reached out to numerous employers in the Junction City area to establish relationships. A few include the Plant manager at UPU, Hayden Tower, Theresa Bramlage and the Junction City Chamber. He also began the Junction City Chamber leadership course.

3) *Student Affairs* – The Kansas Promise Scholarship Act was launched and we have received 13 applications so far. Suzi Knoettgen has and is working diligently to assure the applications are complete and that students that apply are eligible and able to take advantage of the Scholarship. Aubrey Anderson is working to schedule an event for our Resident Assistants during their training and to incoming freshmen that will share the documentary *It's Real: College Students and Mental Health*. We hope this event will help raise awareness about mental health issues experienced in college and to encourage help-seeking among college students. We are developing student activities with JD Koons and his team for the first couple of weeks of classes to help our students feel a part of our team and that we are committed to their educational journey. We have one final New Student Enrollment Day scheduled for Friday August 6th. 199 traditional students have enrolled during New Student Enrollment Days at Concordia. 22% of these students (43) have enrolled remotely, the remote option has been successful and we are planning to keep it in the future. Additionally, the New Student Enrollment Event on July 22 had 17 new students enrolled at Geary. They also started the implementation of the Signal Vine texting platform. This new tool will allow us to communicate with prospective and current students in a way that is more applicable to their generation. Other colleges have implemented Signal Vine and experienced an increase in their engagement, enrollment, and retention. We are excited for this opportunity to better connect with our students. The initial launch begins with the Admissions Team, followed by additional departments throughout the semester. Thank you to everyone who has helped at a County Fair or other recruiting event this summer. This is truly a team effort and we want to thank everyone that has stepped up and helped. Last week we had three Fairs that overlapped, along with Tech Day and we could only make them all work with support from the Cloud team. Thank you to Britni Tremblay and Amanda Wolf for coordinating all the moving parts of the Fairs. We have three more Fairs at the beginning of August. Our Admissions team has scheduled high school visits beginning in September and continuing through October. In addition, they will begin scheduling other high school visits when our service area high schools' semesters beginning. We have broken down our service area amongst our admissions counselors and they will be on the road making visits weekly to reestablish connections and relationships with all of our service area schools.

C. Vice President for Administrative Services – Caesar Wood

1) *COVID-19* – The safety of our campus community is our number one priority and the ERC committee has continued to meet monthly during the summer. We are working with the local health department, and Brandi Bray, to offer a vaccine clinic on campus on August 16th from 1:30-4:30 pm. We are encouraging

students who live on campus to get the vaccine but we are not requiring the vaccine. The vaccine clinic will be open to students, faculty, staff, and the community. Any changes will have to be brought back to the Board of Trustees for approval.

- 2) *Budgets Process* – We have closed out the budgets that ended June 30th and are working to finalize encumbrances, and last minute invoices. The college's financial position remains strong amid challenges this year with COVID and decreased enrollment. All budget managers were given their budget for this fiscal year. We received our RNR (revenue neutral rate and our assessed valuation) on June 17th and have begun to prepare budget spreadsheets. We have notified the county clerk that we are going to request above the RNR. The action item in tonight's packet is asking for the board to set the date for the RNR hearing and the budget hearing. Yesterday, the team of Stephanie Perret, Kim Zant, Jennifer Zabokrtsky, and Caesar presented to the Geary County Commissioners requesting funding support from them to renovate classrooms B1/B2 that will support the new satellite nursing program at the Geary County Campus in January 2022. We also asked for their support to include the upgrades to the technology for the other classrooms on this campus to allow for alternate teaching methods that will use technology as part of the instruction. We requested \$20,000 from the GCC commission and were granted the approval late yesterday afternoon. This was a team effort and appreciate everyone's hard work to make this happen.
- 3) *Residence Life* – To date, housing is at 92% capacity and there are 276 students registered to live on-campus for fall 2021. Some of the student athletes have begun to move in this week. There were a lot of summer housing projects that were completed. This includes the Building 8 demo, Building 9 & 10 renovations, landscaping at T-Bird Village, new washer/dryers at Thunder Heights, and new signage at T-Bird village.
- 4) *Children's Center* – There are currently 21 children enrolled for the fall semester at the Children's Center. We are expected to be at full capacity. The Children's Center received the Children's Trust from Citizen's National Bank in the amount of \$1,699.93 to purchase new cots and other supplies needed for the Children's Center.
- 5) *Information Technology* – Tom has been working with Shawn Walden from Dynamic Campus on the RFP process for the network infrastructure overhaul as well as assistance in managing the project. We have a draft of the RFP that is being reviewed and we have a scheduled conference call on Thursday to finalize details. We anticipate releasing the RFP out for bid soon and we will bring the bid for board approval.
- 6) *Facilities Updates* – The painting of the exterior trim of the Main Building and at Tech West have begun this past week. Entrance 2, 3, and the front façade will be

completed before school begins. In addition, the ceramics room has been cleaned up and is ready for use as they provide classes for students in ceramics. Lastly, the weight room got a deep cleaning and new layout for the students and student athletes.

- 7) *Community Information* – The weekly Chamber Coffee was held earlier today to allow the community to see the campus and meet some of the administrative staff at the college. Carleen Nordell is also working with the volleyball team and baseball team to schedule reunions to be held this fall.

D. Meetings the Board Members attended

- 1) Jim Koch attended the Foundation Committee meeting and Negotiations meeting this month.
- 2) Bruce Graham attended the CloudCorp Annual Luncheon this month.

VIII. Discussion Items:

A. MOU between Cloud County Community College and the Cloud County Community College Foundation

This MOU was developed to make sure we have a strong understanding between the College and the Foundation. This will be brought back to the Foundation Board of Trustees on September 16th with any changes then will be brought back to this Board of Trustees for action. Jim Koch and Rob Rosenbaum have been working on this for two years with Heather Gennette. Heather mentioned that this process has been very educational for everyone to know the relationship between CCCC and the Foundation.

IX. Action Items:

A. Approve date for the RNR and Budget Hearing

Jim Koch moved and Bruce Graham seconded to approve the date of the 2021-2022 budget hearing and RNR (Revenue Neutral Rate) hearing for September 7, 2021 at 5:00 pm and 5:20 pm in room 257 in the President's Addition at Cloud County Community College, Concordia Campus.

B. MOU between Cloud County Community College and Junction City High School for the Welding Technology Program

Pat Macfarlane loves how well we work with Junction City High School. She asked about our relationships with Concordia High School and hopes we can build the same relationship with them.

Pat Macfarlane moved and Richard Hubert seconded to approve the MOU with Junction City High School for the Welding Technology Program

X. Other:

IX. Executive Session:

A. Non-Elected Personnel

Bruce Graham moved and Jim Koch seconded to recess into executive session at 6:17 pm for 20 minutes with 5 Board members, Amber Knoettgen, Kim Zant, Chris Wilson, Caesar Wood, and Justin Ferrell to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and return to open session in this room at 6:37 pm. Motion passed.

B. Negotiations

Jim Koch moved and Bruce Graham seconded to recess into executive session at 6:40 pm for 10 minutes to discuss negotiations in order to protect the public interests in negotiating a fair and equitable contract with the 5 Board members, Amber Knoettgen, Kim Zant, Chris Wilson, Caesar Wood, and Justin Ferrell, and to return to open session in this room at 6:50 pm. Motion passed.

Pat Macfarlane moved and Jim Koch seconded to return to executive session at 6:51 pm for an additional 10 minutes to discuss negotiations in order to protect the public interests in negotiating a fair and equitable contract with the 6 Board members, Amber Knoettgen, Kim Zant, Chris Wilson, Caesar Wood, and Justin Ferrell, and to return to open session in this room at 7:01 pm. Motion passed.

Pat Macfarlane moved and Bruce Graham seconded to adjourn the meeting at 7:02 pm. Motion passed.

Samantha Pounds, Clerk of the Board
Cloud County Community College
Board of Trustees